COPIER TAB TEMPLATE
FOR 3-BANK TABS

##### ***INSTRUCTIONS***

• Select the sample text at right and replace it with your tab title.

• Repeat for the remaining tabs. (Each tab position is a separate page.)

• Change formatting as desired (font, size, alignment, etc.).

• When printing, you may see the message “One or more margins are set outside the printable area of the page.” You may safely click “Yes” to continue.

• If the tops of your tab titles are cut off or do not print at all, click *File/Page Setup* and increase the right margin setting.
Similarly, to move the tab titles closer to the right edge of the page, decrease the right margin setting.

• To avoid printing these instructions, click on the yellow border to select this text box, then press the “Delete” key.

TAB POSITION 1

TAB POSITION 2

TAB POSITION 3